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Aerospace Medical Program

**927 ARW WRITTEN HAZARDOUS
COMMUNICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 48-1, *Aerospace Medical Program*. It establishes a written policy on the Hazard Communication Program derived from the 29 Code Of Federal Regulations 1910.1200. A copy of the workplace written program including AFOSH STD 48-8, *Controlling Exposures to Hazardous Materials*, the work area hazardous chemical inventory, and a list of non-routine tasks involving hazardous materials will be maintained at each work area within the 927th Air Refueling Wing. This instruction applies to all personnel assigned to the 927 ARW.

SUMMARY OF REVISIONS

This revision updates contents for currency, makes minor correction and adds program elements to the requirements of the Hazard Communication Program. A bar (|) indicates a revision from the previous edition.

1. MATERIAL SAFETY DATA SHEETS (MSDSs):

| 1.1. The 927 ARW/Bioenvironmental Engineering will maintain a master listing of all hazardous chemicals used by the 927th Air Refueling Wing in case files.

1.1.1. This master file consists of the Hazardous Materials Information System (HMIS), Occupational Safety and Health Administration (OSHA) Form 174, **Material Safety Data Sheet (MSDS)**, or equivalent forms.

1.1.2. This MSDS information will be readily available to all workers through the work center supervisor.

1.2. Each work center will maintain an MSDS for each required chemical product.

| 1.3. Workers desiring MSDS information will contact the work center supervisor of each section in the wing to establish a mutually acceptable time during the current work shift for review of the

MSDS. The supervisor will review the MSDS with the employee and provide an explanation of the MSDS information. Requests after normal duty hours will be directed to the shift supervisor of that section. The MSDS review is to be documented on each individual AF Form 55, **Employee Safety and Health Record**, or equivalent documentation.

1.4. Supervisors will notify the 927th Bioenvironmental Engineering (BEE) each time a new chemical is introduced into the work place area. If the BEE determines HMIS, MSDS, or equivalent information is not available, the BEE will attempt to obtain the MSDS using established procedures.

2. EMPLOYEE INFORMATION AND TRAINING

2.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training according to the Federal Hazard Communication Training Program (FHCTP), the trainers guide and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. The supervisor will be trained by the 927 BEE office.

2.2. Supervisors will ensure subordinate workers are trained on the AFOSH STD 48-8, *Aerospace Medical Program*, student's workbook, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP, before the workers handle or are occupationally exposed to hazardous materials. The supervisor, the organization occupational health coordinator, or other formal organization training structure may provide this training. Supervisors should supplement this training to provide information on work area specific chemical hazards. Before presenting supplemental training the supervisor will ensure the BEE office reviews the information for technical accuracy.

3. HAZARDOUS CHEMICAL INVENTORY

3.1. AF Form 2761, **The Hazardous Chemical Inventory**, is a generated form from the Environmental Management Information System (EMIS) provided by the 127th Hazardous Materials Pharmacy. The BEE will review the inventory at least annually for category one (1) shops and every two (2) years for category two (2) shops.

3.2. The supervisor will maintain the hazardous chemical inventory in the work area and update it as necessary. When new chemicals are introduced into the workplace the supervisor will consult with the BEE office to determine the chemical hazards and recommend proper personal protection and identify training needs. The supervisor will train the workers in that area on the hazards associated with that product and an MSDS must be provided.

3.3. As a minimum the inventory will include the identity of each hazardous chemical used in the work area with an AF Form 2761 attached. This document will contain the material name, manufacturer, a list of chemicals with percentages that make up that product. Proprietary chemical information will not be listed on the AF Form 2761.

4. CONTRACTOR OPERATIONS

4.1. At the pre-performance conference and subsequently during the contract performance period the requiring activity quality assurance evaluator will advise work area supervisors and AF employees monitoring the performance of contractors of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to AFR clause 52.223-3, *HAZARDOUS MATERIALS IDENTIFICATION AND MATERIAL SAFETY DATA*.

5. NON-ROUTINE TASKS

5.1. Definition: Those tasks included within a work area's activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills.

5.2. Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series. The work area supervisor will list all non-routine tasks performed in the work area which involve hazardous materials in their Hazard Communication Program binder. The supervisor will ensure work area operating instructions thoroughly describing non-routine tasks and associated hazards and controls for infrequent tasks performed in the work area. Operating instructions do not need to be prepared if Technical Orders or other documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

5.3. When workers temporarily perform duties outside their normal jobs, the supervisor of that activity will ensure these workers receive the following training prior to the activity.

5.3.1. The initial Federal Hazard Communication Training Program described in 29 CFR 1910 and AFOSH Standard 48-8 will be given to workers not previously trained.

5.3.2. Supplemental training, as necessary, on work area specific chemical hazards and associated controls, especially when new chemical products are introduced into the workplace.

5.3.3. The supervisor of the activity will forward a letter to the individuals formal supervisor describing the training conducted. The individuals AF Form 55 or equivalent training documentation will be updated explaining the specific training given and should be noted as "Workplace Specific Hazard Communication Training."

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Commander